

**GETTING STARTED**

**I. REQUIREMENTS**

WAVES is browser based, thus accessible from anywhere. However, due to Fordham’s security, you must have a Fordham IP address and:

- a. Internet access with
- b. An Internet Explorer browser, version 5.5 or higher
- c. PC or Mac:
  - On a PC the visual editing system is WYSIWYG (what you see is what you get). First time users must download and install a plug-in module.
  - On a Mac some WYSIWYG functionality is not available, so adding or editing content requires some knowledge of HTML.
- d. WAVES functions best with monitor resolution at 1024 X 768

**II. LOGGING IN**

- a. Type in the URL: www.fordham.edu/waves
- b. Enter your user name and password and select <LOG- IN>
- c. You should receive a “Fordham University, Welcome” message

**III. ENTERING THE FORDHAM DEVELOPMENT SITE**

- a. In the top left frame, click on the plus sign of Websites
- b. You will then see FORDHAM.EDU
- c. Click directly on FORDHAM.EDU
- d. This will open ALL of the site directories in the bottom left frame

**IV. ENTERING A DIRECTORY**

- a. To enter any directory, you must click on the plus sign to the left of the directory name (If there is no plus sign, there is no information in that directory).
- b. The sub-items in that directory will appear.

**EDITING PAGES**

**I. TO VIEW A PAGE**

- a. To see any page, you must click on the actual name of the page. The page will appear in the content area frame to the right.

**II. TO EDIT COPY**

- a. View the page you’d like to edit
- b. Below the right hand frame select <EDIT>
- c. The window will show the page content and the editing tool bar at the top of the frame.
- d. Highlight the copy you would like to change with your cursor and type over it.
- e. Highlight the copy you’d like to edit, choose your function, when complete choose <OK>

**EDITING CAPABILITIES**

**II. THE TOOL BAR**



- 1. Cut, copy, paste
- 2. Remove HTML tags
- 3. Make a paragraph
- 4. Find
- 5. Undo, redo
- 6. Spell check
- 7. Spell check while writing
- 8. Anchor links
- 9. Create new hyperlink
- 10. Edit a hyperlink,
- 11. Remove hyperlink

**EDITING CAPABILITIES**

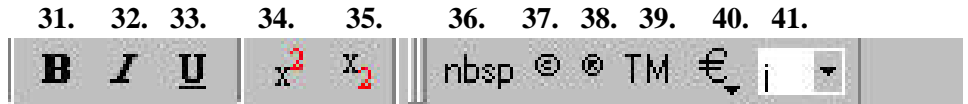
**III. THE TOOL BAR** *(continued)*



- 12. Insert horizontal line
- 13. Insert photo
- 14. Insert table
- 15. Show borders
- 16. Show invisible elements
- 17. View as WYSIWYG (*What You See is What You Get*)
- 18. View as HTML
- 19. Numbered list
- 20. Bulleted List
- 21. Decrease indentation
- 22. Increase indentation
- 23. Align left
- 24. Align center
- 25. Align Right



- 26. This imposes the style sheet for body copy <Normal> and headings <heading 1, 2 and 3>
- 27. Displays the FONT being used
- 28. Displays the size of the FONT
- 29. Displays the color of the FONT
- 30. Allows you to choose a color




- 31. Bolds copy
- 32. Italicizes copy
- 33. Underlines copy
- 34. Superscript
- 35. Subscript
- 36. Non breaking space
- 37. Copyright
- 38. Registered trademark
- 39. Trademark
- 40. Special characters
- 41. More special characters

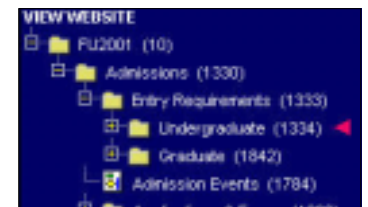
To learn about a tool bar item, simply roll over the icon, and the pop up will display the function.

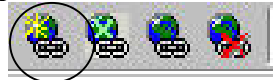
**ADD A HYPERLINK**

There are two kinds of hyperlinks you can add: one that goes to another area within the site, and one which goes to another website altogether.

**I. WITHIN THE FORDHAM WEBSITE:**

- a. All pages within the website have a number associated with them. In order to link to a page, the number must be identified first. In the bottom left frame there is a function,  click on this, and all of the numbers will appear. Find your page and the number associated with it. For example, admission>entry requirements>undergraduate is 1334:



- b. Now go to your tool bar, choose your left hyperlink function, which is  "NEW HYPERLINK"

**ADD A HYPERLINK (continued)**

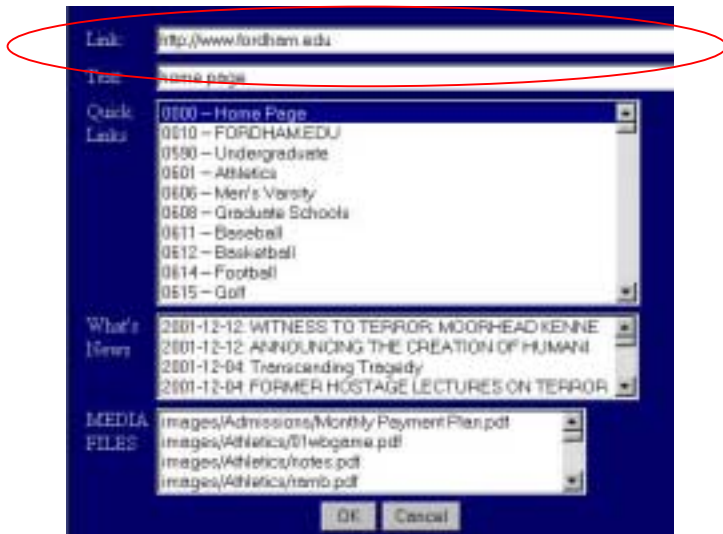
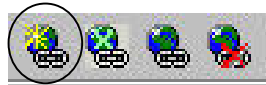
- c. A pop-up window will offer you the pages of the site in numerical order:



- d. Simply find your number, and select <OK>

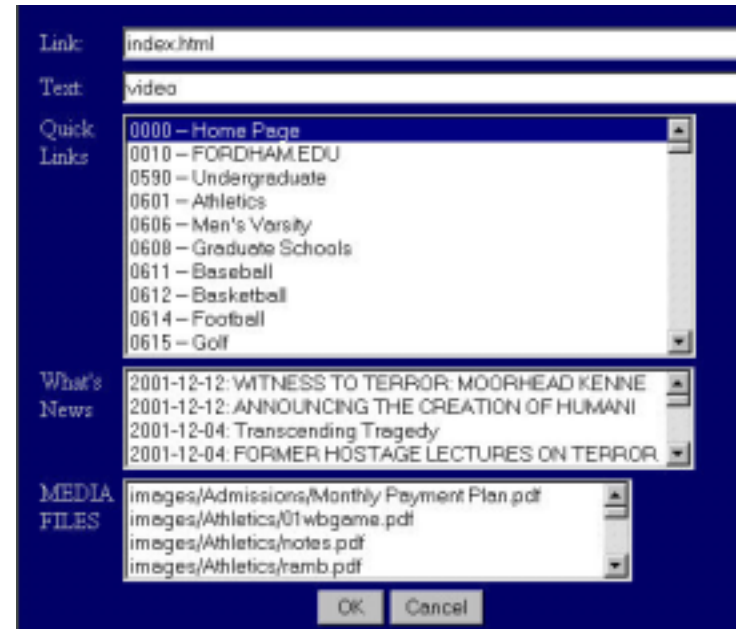
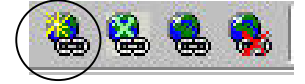
**LINKING TO EXTERNAL WEBSITES:**

- a. Highlight the copy you'd like to hyperlink
- b. Choose the "NEW HYPERLINK" option.
- c. Type in the URL in the LINK box (including <http://www.url.com>)
- d. Hit <OK>



**II. LINKING TO A TOP STORY, PDF OR VIDEO FILE:**

- a. Highlight the copy you'd like to hyperlink
- b. Choose the "NEW HYPERLINK" option.
- c. A window will pop offering Quick links, top stories, or media files.
- d. Choose the file you are looking to link up to and hit <OK>




**EDIT AN EXTERNAL HYPERLINK**

- a. Highlight link you'd like to change
- b. Choose <EDIT HYPERLINK>
- c. When window pops up, type in the new URL (including http://www), hit <OK>




**INSERT A PHOTO**


To insert a photo, etc., it must be in Fordham's database. A photo, etc. can easily be uploaded from a desktop to the database. The images database is broken down into directories for each suite.

- a. Choose an area on the page where you'd like to insert the photo, and use the insert photo function: 
- b. You will then see a page offering file selection. Choose **<SELECT FILE>**.
- c. The images directory will pop up.
- d. On the left hand side, choose your directory. In the right hand view you will see names of photos and thumbnails, if the photo is not too large. If you want to insert a photo, simply highlight the photo and **<SELECT IMAGE>** then **<OK>** (twice).

**TO UPLOAD A PHOTO:**

- a. Choose an area on the page where you'd like to insert the photo, and use the insert photo function: 
- b. You will then see a page offering file selection. Choose **<SELECT FILE>**.
- c. Choose **<UPLOAD>**
- d. Browse your desktop, find the image, and **<UPLOAD NOW>**
- e. To select the file, follow the instructions above

**INSERT A TABLE**

- a. Put your cursor where you'd like to insert a table
- b. Choose the **<INSERT TABLE>** option in the toolbar 
- c. A choose **<INSERT TABLE>**
- d. A box will pop up, put in your desired rows, columns and sizes



- e. Hit **<OK>**

**CREATE ANCHOR LINKS (Bookmarks)**

- a. View the page you'd like to edit **<EDIT>**
- b. Move the cursor to the location to be book marked
- c. Click on the "book marking" icon (blue flag)
- d. Type in the name of the bookmark and add it to the list (imported documents may already have anchors)
- e. Highlight text which will link to the anchor
- f. Click on the "edit hyperlink" icon
- g. Choose the name of the bookmark from the quick links pull down from the popup window **<OK>**
- h. Repeat 1-7 for more bookmarks

**ADDING OR DELETING PAGES OR SUBDIRECTORIES****I. ADDING PAGES OR SUBDIRECTORIES**

- a. Click on the directory or page you'd like to add to
- b. Using functions at the bottom of box, hit **<ADD>**
- c. In the main content area it will display the item you are adding to and leave a space to type in copy
- d. There is a function at the top of the page that allows you to choose **<BEFORE>** or **<AFTER>**, choose one and then
- e. You must then indicate which item you'd like it to appear before or after
- f. Hit **<OK>**

**II. DELETING PAGES OR SUBDIRECTORIES**

- a. Indicate the directory or page you'd like to delete
- b. Using functions at the bottom of box, click **<DELETE>**
- c. The system will check to see if there are any links to that page. You will be notified to remove links prior to deleting the page.
- d. Hit **<OK>**

**III. CHANGING THE NAME OF ITEMS WITHIN A DIRECTORY**

- a. Choose the item you wish to rename
- b. Hit **<EDIT>**
- c. Change the name
- d. Hit **<OK>**

**IV. MOVING DIRECTORIES OR PAGES**

The item you highlight will be moved, along with everything below it. If you wish to not include some lower items you need to move them, and then delete them, or delete them first

- a. Choose the item you wish to move
- b. Hit the move function
- c. In the main area of the editor, you will see the entire site, with a yellow are indicating your chosen directory or page, and all, if any, items below it.
- d. Choose where you'd like to move it by choosing an existing area, clicking it, and going to the top of the page and choosing before or after
- e. Hit **<OK>**

**V. COPYING DIRECTORIES OR PAGES**

The item you highlight will be moved, along with everything below it. If you wish to not include some lower items, you need to copy them and then delete them.

- a. Choose the item you wish to copy
- b. Hit the copy function
- c. The entire site will be displayed in the top area in the right box.
- d. Make your selection and indicate where you'd like it to copy the information
- e. Hit **<OK>**